

**COUNTY OF SALEM**  
**REQUEST FOR PROPOSAL FOR THE POSITION OF**  
**COUNTY ENGINEER**

**Position and Term:**

The County of Salem requests proposals from New Jersey licensed engineers interested in serving in the position of "County Engineer". The term of the Contract shall be for 1 year commencing February 1, 2012 and ending January 31, 2012.

**Minimum Requirements:**

Must be fully licensed and in good standing to practice civil engineering in the State of New Jersey. Must hold a NJPE, NJPLS, and CME.

Minimum of 6 years of experience serving as a County engineer for a New Jersey public entity, preferably a County and also have a minimum of 6 years experience in preparation of County tax maps.

Must carry minimum one million dollars professional liability insurance for errors and omissions.

**Description of Services:**

Serve as County Engineer for the Board of Chosen Freeholders for the County of Salem. Serve as Department Head, which involves supervising all Department personnel in all matters related to the Department. Coordinate with other Department Heads, Supervisory County personnel, and Freeholders in all matters. Preparation of Preliminary and Final Budget. Prepare agenda, attend and report at Monthly Road and Bridge Committee meetings. Supervise all design, drafting, and surveying of County staff. Prepare annual stormwater certification, including annual education requirement, and other monthly stormwater team meetings. Prepare for and attend all County Construction Board of Appeals meetings. Attend and coordinate all matters regarding SJTPO and Federal funding of County projects. Applicant must prepare applicable applications to ensure funding. Prepare, review and recommend RFP'S for all matters related to County infrastructure projects. These projects include, but are not limited to, scoping, design, and construction management of roads, bridges, and associated requirements. Review annual bridge cycle inspection reports and take appropriate action to make repairs as necessary. Prepare all forms necessary to obtain County Aid funding through the NJDOT. Attend monthly meetings with NJDOT to review project status. Review and recommend payments to all contractors and consultants. Attendance at County Engineer's Office a minimum of eight (8) hours per week, not including meetings, site visits, and telephone calls.

**Compensation:**

Compensation shall be based on a professional services contract to be negotiated by the County with the applicant deemed to be most advantageous.

The firm shall be entitled to bill in accordance with its customary rate schedule for County clients provided the same is reviewed and approved by the County.

**Fair and Open Process:**

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4. Applicants who meet with the Minimum Requirements for the position as set forth below, and are willing to provide the described services for the disclosed compensation, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

In order to be considered applicants must submit their reply to the Office of the County Purchasing Agent at 94 Market Street, Salem, New Jersey 08079 (phone # 856-935-7510 x 8401) on or before 10:00 a.m. on Wednesday, January 18, 2012. At that time and place all proposals received shall be publicly opened and announced by the County Purchasing Agent or his designee.

Proposals will thereafter be received by the Salem County Board of Chosen Freeholders who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the Qualification Evaluation and other required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the County of Salem and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the County; (v) availability to accommodate meeting and interface requirements with the County Officials for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of the County; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The County reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the County.

The County's determination of the applicant who is most advantageous to the goals and objectives of the County, shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, any County Official, Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any County Official, Officer or employee to secure unwarranted privileges or advantages.

**Qualification evaluation:**

1. Minimum Requirements. Please attach resume and/or other documentation demonstrating compliance with the "Minimum Requirements" detailed above.
2. Please describe your experience with regard to engineering services for State and Federal highway agencies regarding funding procurement and project management.
3. Please describe your experience with regard to engineering services for sanitary sewerage projects.
4. Please describe your experience with regard to engineering services for potable water projects.
5. Please describe your experience with regard to engineering services for railroad projects.
6. Please describe your experience with regard to serving on a construction board of appeals.
7. Please describe your experience with regard to obtaining, designing and administering grants and/or loans from SJTPO, NJDOT, NJDEP, USDA, and NJDCA.
8. Please describe your knowledge and experience with regard to Bridge Maintenance Compliance.
9. Please describe your knowledge and experience with regard to the Residential Site Improvement Standards (RSIS).
10. Please list all public entities/agencies for which you presently serve as County Engineer complete with term of appointment and contact person and related phone number.
11. Disclose and describe if you or any member of your firm have ever had their license suspended or revoked in New Jersey or any other state.
12. What is the location of your Office? In Salem City; in Salem County or out of Salem County.
13. Describe the resources of your office. Include details of support staff. Include information on other qualified engineers in your office who would be available to County officials in the event you were absent or unavailable.

**STATEMENT OF AUTHORITY**

RFP SUBMITTED FOR:

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

RFP SUBMITTED BY: \_\_\_\_\_

(Please Print)

SIGNATURE: \_\_\_\_\_

(Bid must be signed to be valid)

TITLE: \_\_\_\_\_ DATE : \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FACSIMILE: \_\_\_\_\_

TAXPAYER IDENTIFICATION NUMBER: \_\_\_\_\_

**By submitting and signing this RFP, we certify that we are familiar with all conditions and requirements of this RFP.**

## **QUESTIONNAIRE**

Please answer the following questions

List two (2) public or private agencies presently or previously contracted to whom you provide or have provided the services as herein specified. Include a contact name and telephone number.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many employees does your company presently employ? \_\_\_\_\_

Has your company ever failed to complete any contract with regard to any of the services herein described? Yes\_\_\_\_ No\_\_\_\_. If yes, provide details here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and telephone numbers of personnel who can be contacted if problems or emergencies arise: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and telephone number of an individual who can be contacted at all times if service information is requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **CORPORATE DISCLOSURE STATEMENT**

☐

I certify that the list below contains the names and addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

☐

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

☐

Partnership

☐

Corporation

☐

Sole Proprietorship

**PLEASE CHECK THE APPROPRIATE BOXES ABOVE AND SIGN BELOW.**

**Stockholders**

**Addresses**

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**THIS STATEMENT MUST BE INCLUDED WITH YOUR RFP SUBMISSION**

Subscribed and sworn before me

this\_\_\_ day of\_\_\_\_\_, 200\_\_\_

\_\_\_\_\_  
(Notary Public)  
My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Print Name and Title)

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a **Certificate of Employee Information Report** approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **AFFIRMATIVE ACTION**

**EXHIBIT A** (Revised 04/10)

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed,



color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.us/treasury/contract\\_compliance](http://www.state.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Company:\_\_\_\_\_

Signature:\_\_\_\_\_

Print Name:\_\_\_\_\_

Title:\_\_\_\_\_

## **VENDOR INFORMATION SHEET**

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, and to expedite future payments, the following information must be provided with this bid:

Name of Business: \_\_\_\_\_

Correspondence Address, including zip code:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purchase Order Address, including zip code:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payment Address, including zip code:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

## CONSENT OF INSURANCE COVERAGE

WHEREAS, \_\_\_\_\_  
as

Principal, has submitted a bid to provide goods and/or services as specified in the subject bid to the County of Salem, and whereas, in order for such bid to be considered, proof of insurance must be submitted therewith;

NOW, THEREFORE BE IT KNOWN THAT, if the County of Salem shall accept the bid of the Principal and the Principal shall enter into a contract with the County of Salem in accordance with the terms of such bid, we the undersigned, do hereby state that we will provide the Principal with insurance coverage as set below:

- A. The insurance to be provided shall be underwritten by a company licensed to conduct business in the State of New Jersey and who also maintains an office in the State of New Jersey.
- B. Comprehensive General Liability insurance in an amount no less than \$1,000,000.00 combined single limit including broad form comprehensive general liability insurance liability endorsement, and \$2,000,000.00 aggregate property damage per accident; and shall include provisions for thirty (30) days prior written notice to the County of Salem of any changes, modifications, or cancellation of such coverage. The County of Salem shall be included as an additional named insured.
- C. Comprehensive General Automobile Liability insurance in an amount no less than \$1,000,000.00 combined single limit covering owned, non-owned, or hired vehicles and shall include provisions for thirty (30) days prior written notice to the County of Salem of any changes, modifications, or cancellation of such coverage. The County of Salem shall be included as an additional named insured.
- D. All policies maintained shall name the County of Salem as an additional named insured and shall provide for thirty (30) days prior written notice to the County of Salem of any changes, modifications, or cancellation terms of such policies and we shall provide the Office of the County Counsel with certificates of insurance evidencing such policies and provisions.
- E. All required insurance coverages must be in effect no later than 12:01 A.M., prevailing time, at the start of the day of the contract and remain in effect for the duration of the contract, including any extensions.

PRINCIPAL:

Sworn to and subscribed  
Before me on this \_\_\_\_\_  
Day of \_\_\_\_\_  
20\_\_\_\_

\_\_\_\_\_  
(Bidder's Company Name)

\_\_\_\_\_  
(Authorized Signature on Behalf of Principal)

INSURER:

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires \_\_\_\_\_

\_\_\_\_\_  
(Insurer's Company Name)

\_\_\_\_\_  
(Authorized Signature on Behalf of Insurer)

## **NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_

County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_

(Name of Affiant)

(Name of Municipality)

in the County of \_\_\_\_\_ and the State of \_\_\_\_\_, of full age, being  
duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm \_\_\_\_\_

(Title or Position)

(Name of Firm)

the bidder making the proposal for the above named project, and that I executed the said proposal with full authority so to do; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the County of Salem in the State of New Jersey relies upon the truth of the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_

(N.J.S.A. 52:34-15).

(Name of Contractor)

Subscribed and sworn to

Before me this day

\_\_\_\_\_ 200\_\_\_\_.

\_\_\_\_\_  
(Signature of Affiant)

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Typed or Printed Name of Affiant)

My Commission expires \_\_\_\_\_

(Month, Day, Year)

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

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The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number

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Dated

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Acknowledged for: \_\_\_\_\_

(Name of Bidder)

By: \_\_\_\_\_

(Signature of Authorized Representative)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

FAILURE TO ACKNOWLEDGE AND RETURN WITH YOUR BID SUBMISSION THE RECEIPT  
OF ANY ISSUED ADDENDA FOR THIS BID ON THIS ACKNOWLEDGEMENT OF RECEIPT  
OF ADDENDA FORM SHALL BE CAUSE FOR YOUR BID TO BE REJECTED. N.J.S.A.

40A:11-23.2.e.